BALLOT CLERK PROCEDURE - General

Before Voters are allowed in the Voter Check-in (Ballot Clerk) line, a greeter should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table: Registered to Vote (Voter Check-in), Not Yet Registered (Voters Register Here) or No Photo ID, Start Here.

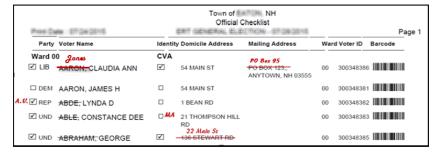## *Before a Voter is allowed into the area within the guardrail to vote:*

1. The Voter shall announce to the Ballot Clerk his or her name and address.
2. The Ballot Clerk shall search the checklist, find the Voter's name and address, and read aloud the Voter's name, domicile, and mailing address (if any) as they appear on the checklist.
    a. If the Voter's name is NOT found on the checklist, or is a name change, the Ballot Clerk shall direct the Voter to the Supervisors of the Checklist/Registrars.
    b. If the Voter's name is found on the checklist, the Ballot Clerk shall place a ruler under the voter's name/address and then put a check mark ✓ beside the name and repeat the name again.
3. The Ballot Clerk shall then ask the Voter if the domicile and mailing address (if any) are correct.
    a. If the domicile or mailing address is NOT correct, and the Voter's current domicile address is within the same town or ward, the Ballot Clerk shall correct the address(es) in **RED** on the paper checklist to reflect the correction.(RSA 659:13)
    b. If the domicile address is NOT correct, and the Voter's current address is <u>NOT</u> within the same town or ward, the Ballot Clerk should inform the Voter that he or she is not at the correct polling place and that he or she can only vote where they are domiciled. Encourage the voter to use election day registration and vote at his or her correct polling place. If directions are needed, direct the voter to the Moderator.
4. The Ballot Clerk shall request the Voter present a valid photo ID in the form of:
    a. A driver's license issued by any state or the federal government;
    b. A non-driver ID issued by any state;
    c. An ID card issued by any state DMV for voting purposes only;
    d. A United States Armed Services ID card;
    e. A United States Passport or passcard;
    f. A NH Student ID card;
        A. An acceptable student photo ID card issued by: (The Department of Education list is available on the Secretary of State's website - www.sos.nh.gov)
            1. A college, university or career school approved to operate or licensed to operate in New Hampshire;
            2. A public high school in New Hampshire;
            3. A nonpublic high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education;
            4. Dartmouth College;
            5. A college or university operated by the university system of New Hampshire or the community college system of New Hampshire.
        B. The card has an expiration date or an issuance date that has not been exceeded by more than 5 years;
    g. A Challenged Voter Affidavit ("CVA"). (See #8)
    h. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.

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    i.   Verification of the person's identity by the Moderator, a Supervisor of the Checklist or Clerk of a town, ward or city. (Not a Ballot Clerk)

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5. A valid photo identification shall show:
   a. Name and photo of the individual.
      - A. The name shall substantially conform to the name of the individual on their voter registration record.
   b. The photo identification shall not have been expired for more than 5 years.
      - A. Exception: a voter 65 years or older may use an acceptable ID even if it is expired.

6. If the Voter presents an Out-of-State driver's license or non-driver ID, the Ballot Clerk shall record the two-letter state abbreviation (e.g. VT, MA, ME, NY) to the right of the "CVA" box on the checklist in **RED INK**.

7. If there is a line waiting to check in, a registered voter without a photo ID should be directed to the "No Photo ID, Start Here" table. If there is no line, the Ballot Clerk may ask the voter if he or she personally knows the Moderator, Clerk, or any Supervisor. If the person is known by any of those officials, arrange for the official to verify the voter's identity.

8. If the Voter presents a signed "CVA" with an attached photo or a signed "CVA" with an attached "Religious Affidavit" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist. (RSA 659:13)

9. The Ballot Clerk shall take the signed "CVA" with an attached photo or the signed "CVA" with an attached "Religious Affidavit" from the Voter and place it in a folder or container marked for this purpose.

10. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33, shall then be allowed to enter the space enclosed by the guardrail.

11. The Ballot Clerk gives the Voter the appropriate ballot(s). (RSA 659:15 & 659:38)

12. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend marking a single thin line through the last name of the voter on the checklist, which requires a second look at the voter's name and the use of the ruler, for example, ~~Jones~~, John. (This line should not be so thick you cannot read the voter's last name.)

13. In addition to the check mark and the thin line through the last name, Absentee Voters shall be marked in **RED INK** with the letters **A.V.** to the left of the check box. (RSA 659:52)

14. After the Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** whether the Voter signed a CVA. Using both a check mark and a single thin line through the last name confirms that the voter both checked in and picked up a ballot. This helps ensure the record of who voted will be accurate.